

## AGENDA

### COMMITTEE ON HUMAN RESOURCES/INSURANCE

November 15, 2005  
Aldermen Shea, Sysyn,  
DeVries, Garrity, Forest

5:45 PM  
Aldermanic Chambers  
City Hall (3<sup>rd</sup> Floor)

1. Chairman Shea calls the meeting to order.
2. The Clerk calls the roll.
3. Ratify and confirm poll conducted October 18, 2005 approving a waiver to the standard vacation allowance to provide four (4) weeks of vacation time to the Airport Security Manager candidate as part of a compensation package.  
**A motion is in order to ratify and confirm the poll conducted.**
4. Communication from Virginia Lamberton, Human Resources Director, recommending the City Hall Custodian position be reclassified to a new class specification to be called Building and Facilities Maintenance Coordinator from salary grade 8 to 13.  
**Ladies and Gentlemen, what is your pleasure?**
5. Communication from Virginia Lamberton, Human Resources Director, recommending update of the Cemetery Supervisor class specification.  
**Ladies and Gentlemen, what is your pleasure?**
6. Communication from Virginia Lamberton, Human Resources Director, requesting the establishment of a new class specification Painter, salary grade 13, and the establishment of two painter positions.  
**Ladies and Gentlemen, what is your pleasure?**

7. Communication from Virginia Lamberton, Human Resources Director, requesting the establishment of a new class specification Health Assistant, salary grade 10.

**Ladies and Gentlemen, what is your pleasure?**

8. Communication from Leo Bernier, City Clerk, seeking recommendation to the full Board that the position of City Clerk be established at a Salary Grade 27, effective December 6, 2005.

**Ladies and Gentlemen, what is your pleasure?**

9. A motion is in order to enter non-public session to discuss a worker's compensation claim under the provisions of RSA 91-A:3 II(e).

**A roll call vote is required on the motion.**

#### **TABLED ITEM**

**A motion is in order to remove the following item from the table for discussion.**

10. Communication from Joan Porter, Tax Collector, relating to part-time employees.  
*(Originally tabled 12/07/2004. Retabled 01/04/2005 pending a report on the fiscal impact from Human Resources.)*
11. If there is no further business, a motion is in order to adjourn.

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09 November 2005

Manchester Airport  
One Airport Road  
Suite 300  
Manchester, NH  
03103-3395  
Tel: 603-624-6539  
Fax: 603-666-4101  
<http://www.flymanchester.com>

Kevin A. Dillon  
Airport Director

Human Resource Committee  
City of Manchester  
One City Hall Plaza  
Manchester, NH 03101

Dear Honorable Committee Members:

I am writing to request your approval of a waiver to the standard vacation allowance so that Manchester Airport can offer the Airport Security Manager candidate four (4) weeks annual vacation instead of the standard two (2) weeks allowed for new hires.

The position of Airport Security Manager requires an extensive background and experience in law enforcement. In order to attract a qualified candidate it is necessary for us to offer more than the standard vacation allowance. Most candidates for this position have had extensive careers in law enforcement and already receive in excess of four (4) weeks vacation time at their current job. Therefore, in order to recruit the best candidate, your approval of this waiver is respectfully requested.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Kevin A. Dillon'. The signature is fluid and cursive, with the first name 'Kevin' and last name 'Dillon' clearly distinguishable.

Kevin A. Dillon, A.A.E.  
Airport Director

KAD/das



# CITY OF MANCHESTER

## Human Resources Department

One City Hall Plaza

Manchester, New Hampshire 03101-4000

Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065



October 4, 2005

Alderman William Shea, Chairperson  
Human Resource and Insurance Committee  
City of Manchester  
One City Hall Plaza  
Manchester, New Hampshire 03101

### Re: Request for Reclassification

Dear Alderman Shea and Members of the Committee:

During the budget process in 2001, the Board of Aldermen authorized a new position, Custodian, to be assigned to the City Clerk's Office. The City Clerk had been given the overall responsibility of the City Hall complex to ensure that it was properly maintained and safe. The original purpose of this position was to ensure that the City Hall complex was clean for all of the hours the building was open to the public. A contract cleaning service did and continues to come into the buildings in the evening, but all too often, there was an immediate need for someone to clean the floors, empty trash, stock restrooms, etc. etc. during the day.

Over the past four years, the requirements of the Custodian position have escalated based upon the needs of the City. For example, the class specification describes the duties of a Custodian as sweeping floors, washing windows, cleaning bathrooms, stocking restrooms with supplies, emptying trash, performing snow removal etc. Due to the demands of the complex, the incumbent in the Custodian position has been required to do all of the above and in addition, he is called upon to perform general maintenance, repair work including painting rooms, fixing flooring, fixing toilets, carpentry repairs, assembling furniture, patching walls, repairing back splash and counter tops, unplugging toilets and drains, removing water from flooding, etc. etc. These additional duties are above and beyond the class specification for a Custodian. The position now requires an incumbent to have the skills and abilities to be a "jack of all trades".

Therefore, I am recommending that the Custodian position, salary grade eight (8), be reclassified to a new class specification to be called Building and Facilities Maintenance Coordinator, salary grade 13. The duties of the position support the points to be a salary grade thirteen. Additionally, looking at other class specifications in other departments such as Recreation Maintenance Worker I, Airport Maintenance Worker I, (salary grade 13) etc. etc. the level of responsibilities of this position are quite similar and therefore, the salary grade is appropriate and warranted.

Alderman William Shea

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October 4, 2005

I am attaching a copy of the class specification for Custodian as well as the proposed class specification for Building and Facilities Maintenance Coordinator. The organizational structure will not change with this reclassification.

If you have any questions, I would be pleased to answer them.

Your favorable approval of this reclassification would be greatly appreciated.

Respectfully submitted,



Virginia A. Lamberton  
Human Resources Director

Attachments

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# City of Manchester New Hampshire

*In the year Two Thousand and five*

## AN ORDINANCE

"Amending Sections 33.024, 33.025 & 33.026 (Building and Facilities Maintenance Coordinator) of the Code of Ordinance of the City of Manchester."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 33.024 CLASSIFICATION OF POSITION be amended as follows:

Establish new classification, Building and Facilities Maintenance Coordinator

SECTION 33.025 COMPENSATION OF POSITION be amended as follows:

Establish, Building and Facilities Maintenance Coordinator  
Grade 13, exempt

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows:

Establish new class specification, Class Code 1280, Building and Facilities Maintenance Coordinator. (See attached).

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.



# City of Manchester, New Hampshire

## Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

<b>Class Title</b>	<b>Custodian</b>
<b>Class Code Number</b>	<b>5000</b>

### General Statement of Duties

Maintains a municipal facilities and related grounds; performs directly related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to ensure a clean, orderly, safe and pleasant public environment. The work is performed under the direct supervision of an assigned supervisor but considerable leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, outside contractors and the public. The principal duties of this class are performed in municipal buildings involving the use of several cleaning agents and chemicals which must be handled with care.

### Examples of Essential Work (illustrative only)

- Performs custodial duties on municipal facilities, including cleaning all rooms within a facility, sweeping floors, washing windows and ledges, cleaning bathrooms and all related components;
- Operates several pieces of machinery associated with building maintenance operations;
- Strips, waxes and buffs all tile floor;
- Ensures all necessary areas are properly sanitized, (kitchen areas, bathrooms etc.), according to set policy and procedures for health standards;
- Wet mops restrooms, showers and tile floors;

- Stocks all restrooms with needed supplies;
- Inventories and properly stores cleaning items and equipment;
- Informs supervisor of any supply needs;
- Identifies facility repair needs and informs supervisor;
- Monitors facilities on a regular basis and performs duties related to maintaining a clean environment, including picking up litter, cleaning up spills and all other spontaneous needs of a facility used by large numbers of people;
- Empties all trash;
- Performs general maintenance of building facilities, including replacing ceiling, baseboard tiles, light bulbs, windows and related building features;
- Monitors elevators, escalators and related pieces of equipment to ensure that all are functioning in a safe manner;
- Performs snow removal;
- Mows grass and trims shrubs around municipal buildings;
- Sets up rooms for special events;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

**Required Knowledge, Skills and Abilities**  
**(at time of appointment)**

- Substantial knowledge of facilities maintenance operations and procedures;
- Substantial knowledge of all equipment and supplies related to facilities maintenance, including chemicals used for cleaning;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.



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**Acceptable Experience and Training**

- Graduation from High School; and
- Some experience in custodial operations; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

**Required Special Qualifications**

- Valid New Hampshire driver's license.

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to perform janitorial duties;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to use a range of arm movements necessary to complete cleaning duties;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to various work sites throughout the municipal buildings.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

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DRAFT



# City of Manchester, New Hampshire

## Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

<b>Class Title</b>	<b>Building and Facilities Maintenance Coordinator</b>
<b>Class Code Number</b>	5001-13

### General Statement of Duties

Performs general maintenance and repair work on City Hall Complex and grounds, including maintaining operating condition of machinery and equipment; performs related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to maintain a safe, clean environment for employees and the public. The work is performed under the supervision and direction of the City Clerk but considerable leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, outside contractors, elected officials and the public. The principal duties of this class are performed in an indoor and outdoor work environment with potential hazards.

### Examples of Essential Work (illustrative only)

- Completes general maintenance and repair assignments around the City Hall Complex, including painting, repairing sheetrock, chalking, unclogging sinks and toilets, etc.
- Plants, waters, fertilizes, cultivates, and rakes;
- Collects litter and debris around the complex, including cleaning and disinfecting interior & exterior areas soiled by patrons;
- Applies pesticides to outdoor plants;
- Uses hand tools, including shovels, electric drills and rakes;
- Performs repairs to windows, doors, plumbing and other fixtures;

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- Operates power equipment, including skill saws, chain saws, drills, snowblower, wet vac, carpet cleaner, vacuum, etc.;
- Inventories City Complex area and informs supervisor of any needed repairs and/or maintenance;
- Assists outside vendors, as necessary;
- Supervises temporary summer employees hired through the City Clerk's office for various maintenance and grounds keeping tasks;
- Monitors the work of the contract cleaning crew and speaks to vendor regarding problems, as needed;
- Performs set-up and tear down of election booths at 12 polling locations through the City;
- Cleans and weeds flower beds, mulches around flowers and waters as appropriate;
- Prunes related shrubbery as necessary;
- Sets up rooms for meetings and conferences;
- Monitors and maintains equipment in a safe operating condition and reports all damages to supervisor;
- Checks and maintains air, oil, fuel, spark plugs, mower blades, tires etc., on equipment;
- Cleans equipment and work area;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Acts as lead person on a crew, when assigned;
- Performs other directly related duties consistent with the role and function of the classification.

<p><b>Required Knowledge, Skills and Abilities</b> <b>(at time of appointment)</b></p>
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- Thorough knowledge of building maintenance activities and procedures;
- Thorough knowledge of safety procedures involved in building maintenance activities;
- Substantial knowledge of the proper operating procedures for all equipment used;
- Some knowledge of Departmental objectives and purposes;
- Skill in the use shovels, rakes, leaf blowers, etc.;
- Skill in the use of snowblowers, chain saws, drills, snowblowers, etc;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;

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- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

#### Acceptable Experience and Training

- Graduation from High School or possession of a GED; and
- Considerable experience in building maintenance activities; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

#### Required Special Qualifications

- Valid New Hampshire Driver's License;
- On-call status, as needed.

#### Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to monitor work in progress;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate hand and power tools;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to work sites throughout the complex at heights on ladders and outside during extreme summer and winter conditions;
- Sufficient mobility and flexibility which allows the employee to stoop, kneel, crouch, stand, walk, push, pull, climb and grasp repetitively.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_



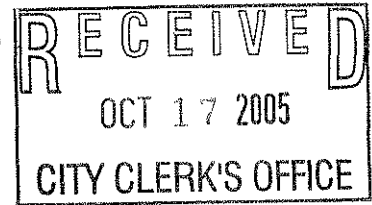
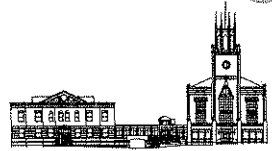
# CITY OF MANCHESTER

## Human Resources Department

One City Hall Plaza

Manchester, New Hampshire 03101-4000

Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065



October 14, 2005

Alderman William Shea, Chairperson  
Human Resource and Insurance Committee  
City of Manchester  
Manchester, New Hampshire 03101

Re: Request to Update Cemetery Supervisor Class Specification

Dear Alderman Shea and Members of the Committee:

On behalf of Ron Ludwig, Director of Parks, Recreation and Cemeteries, I am requesting the update of the class specification Cemetery Supervisor.

The long term incumbent of this position recently retired after forty four years of service to the City. Prior to filling this position, or any position, it is good practice to review class specifications to ensure that they reflect the needs of the Department today. Therefore, Mr. Ludwig has proposed minor changes to the class specification to ensure it's accuracy.

I am attaching a copy of the class specification with the proposed revisions as well as the proposed deletions. The deletions are underlined and the new language is in bold print.

I would be happy to answer any questions that you might have regarding this request.

Your favorable approval of the this request would be greatly appreciated.

Respectfully submitted,

Virginia A. Lamberton  
Human Resources Director

Attachment

Cc: Ron Ludwig, Director

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# City of Manchester, New Hampshire

## Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Cemetery Supervisor
Class Code Number	6070-18

### General Statement of Duties

Supervises and performs cemetery maintenance activities day to day operations, including burial services, and grounds maintenance and meeting with people in need of cemetery services; performs directly related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to ensure the cemetery crews operate in alignment with work orders and all standard cemetery operations. The work is performed under the supervision and direction of the Parks and Recreation Manager but considerable leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of employees involved in cemetery maintenance operations. and seasonal personnel. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, business and community organizations, outside contractors and the bereaved. The principal duties of this class are performed in a City cemetery, including work in all types of weather.

### Examples of Essential Work (illustrative only)

- Supervises cemetery crews, including oversees all operations, to include distributing work orders and inspecting cemetery maintenance, as well as the promotion/marketing of City cemeteries;

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- Serves as a hands-on crew leader for **Supervises maintenance** operations, including sodding, seeding, fertilizing, watering, mowing, grave and foundation layout and services, snow removal and sanding;
- Coordinates burial areas with families, including providing spaces for both pre-need and need lots;
- Supervises and performs the work of maintenance crews in the construction, repair and maintenance of buildings, grounds, shrubbery, roads, paths and parking spaces in City cemetery areas;
- Coordinates traffic for burial services to ensure a lack of congestion and proper direction to burial sites;
- Investigates complaints from the public and takes actions to ensure solid public relations and adequate behavior of work crews within the cemetery environment;
- Coordinates and monitors the work of private contractors;
- Gathers information for time and material estimates, laying out grave lots and spaces and light construction equipment;
- Prepares accurate and thorough reports of maintenance activities;
- Ensures all work crews operate with an adherence to prescribed safety rules and procedures;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

**Required Knowledge, Skills and Abilities**  
(at time of appointment)

- Thorough knowledge of current practices and procedures involved in cemetery construction and maintenance;
- Thorough knowledge of all safety procedures involved in cemetery maintenance operations;
- Substantial knowledge of the purposes and policies of the Parks and Recreation Department;
- Skill in the use of **Knowledge of** all power equipment, hand tools, vehicles and tractors involved in **cemetery** parks construction and maintenance;
- Ability to use, tact, patience and courtesy in dealing with grieving families;
- Ability to supervise, train, evaluate and coordinate the work of others;

- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

#### Acceptable Experience and Training

- Graduation from High School or possession of a GED; and
- Considerable experience in cemetery operations; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

#### Required Special Qualifications

- On-call status;
- Pesticide Applicator's License;
- Valid New Hampshire CDL with air brakes.

#### Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to monitor the progress of work crews;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate hand and power tools;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to visit work sites throughout the City.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_



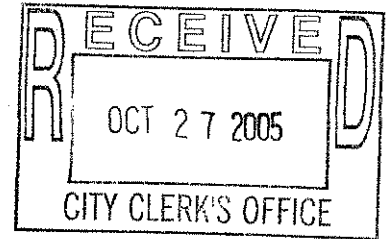


# CITY OF MANCHESTER

## Human Resources Department

One City Hall Plaza  
Manchester, New Hampshire 03101-4000  
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065

October 12, 2005



Alderman William Shea, Chairperson  
Human Resource and Insurance Committee  
City of Manchester  
One City Hall Plaza  
Manchester, New Hampshire 03101

Re: Requests for New Classification and New Positions

Dear Alderman Shea and Members of the Committee:

On behalf of Tim Clougherty, Chief Facilities Manager, and Frank Thomas, Highway Director, I am requesting the establishment of a new class specification Painter, salary grade 13. In addition, I am requesting the establishment of two Painter positions.

Apparently years ago, the City had several painter positions. Those positions no longer exist. Due to the fact that there will be a need to maintain the new construction in the schools from the Design Build project, it has been determined that there will be a need to employ at least two full time Painters. Therefore, we have developed a new and updated class specification with the title of Painter. I am attaching a copy of the proposed class specification for your review and information. I am also attaching a copy of an updated organization chart for the Facilities Division. Funds are available in the Facilities budget to support these positions.

Your favorable approval of these requests would be greatly appreciated.

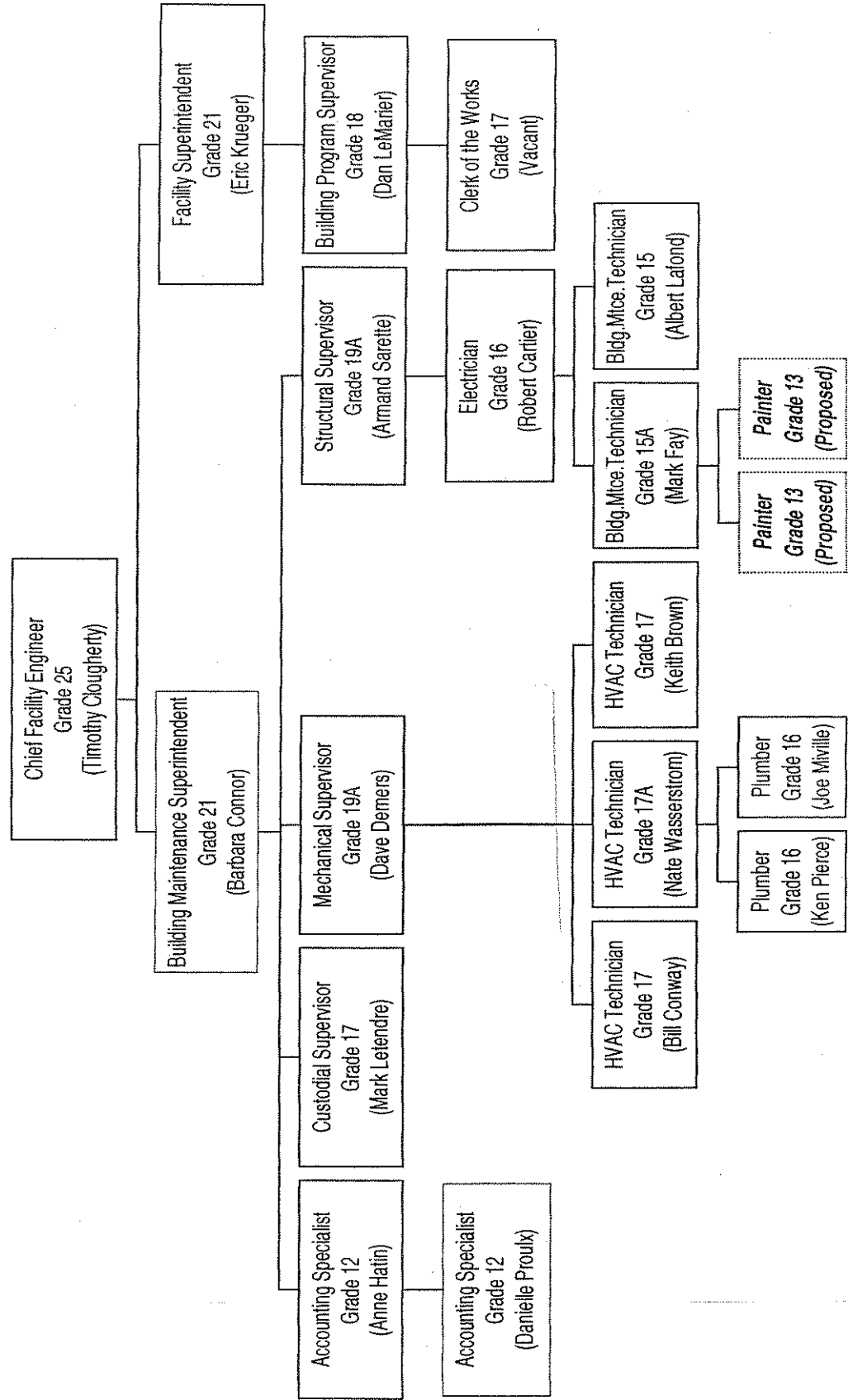
Respectfully submitted,

Virginia A. Lamberton  
Human Resources Director

Attachments

# Department of Highways

## Facilities Division - Proposed New Job Classes



City of Manchester  
New Hampshire

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*In the year Two Thousand and*

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AN ORDINANCE

“Amending Sections 33.024, 33.025 & 33.026 (Painter) of the Code of Ordinance of the City of Manchester.”

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 33.024 CLASSIFICATION OF POSITION be amended as follows:

Establish new classification, Painter

SECTION 33.025 COMPENSATION OF POSITION be amended as follows:

Establish Painter, Grade 13, non-exempt

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows:

Establish new class specification, Class Code 5234, Painter, (See attached).

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

6 DRAFT



# City of Manchester, New Hampshire

## Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

<b>Class Title</b>	Painter
<b>Class Code Number</b>	5234-13

### General Statement of Duties

Performs a variety of skilled painting work on city-owned property and equipment; performs directly related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to perform various skilled painting work on municipal buildings. The work is performed under the supervision and direction of an assigned supervisor but considerable leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, outside contractors and the public. The principal duties of this class are performed in various indoor and outdoor work areas, with potential personal hazards.

### Examples of Essential Work (illustrative only)

- Cleans and prepares materials to be painted by scraping, removing loose putty, filling cracks, removing broken glass;
- Paints the interior and exterior of buildings using brushes, spray guns, paint rollers or other painting tools;
- Repairs walls and ceilings;
- Applies sealant to exterior finishes and removes graffiti, applying chemical solvents as necessary;

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- Paints rain gutters, signs and a variety of equipment;
- Varnishes and paints furniture;
- Mixes and matches paints;
- Orders and picks up supplies and other materials;
- Drives vehicles as required to complete tasks, transporting ladders and scaffolding;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

<p style="text-align: center;"><b>Required Knowledge, Skills and Abilities</b> (at time of appointment)</p>
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- Thorough knowledge paints, varnishes, shellacs, fillers and graffiti removal chemicals;
- Thorough knowledge of methods, techniques, equipment, tools and materials used in painting practices;
- Thorough knowledge of brush and spray painting;
- Good knowledge of wall and ceiling repair;
- Good knowledge of safety practices used in painting and maintenance functions;
- Ability to work from ladders and scaffolding;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

<p style="text-align: center;"><b>Acceptable Experience and Training</b></p>
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- Graduation from High School or possession of a GED; and
- Three years experience as a professional painter or as a journeyman painter.

**Required Special Qualifications**

- Valid New Hampshire's Drivers License;

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to monitor and repair HVAC systems;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate hand and power tools;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to work on and set up staging, ladders or other devices to safely work above ground level and access equipment and to be able to stoop, kneel, crouch, stand, walk, push, climb and grasp repetitively.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_



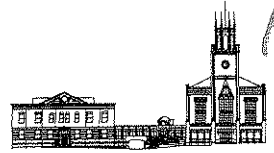
# CITY OF MANCHESTER

## Human Resources Department

One City Hall Plaza

Manchester, New Hampshire 03101-4000

Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065



November 8, 2005

Alderman William Shea, Chairman  
Human Resource and Insurance Committee  
City of Manchester  
One City Hall Plaza  
Manchester, New Hampshire 03101

Re: Request for New Class Specification

Dear Alderman Shea and Members of the Committee:

On behalf of Fred Rusczek, Director, Health Department, I am requesting the establishment of a new class specification, Health Assistant. The salary grade for this position is a ten (10).

The purpose of requesting this new class specification is to provide the Health Department with the ability to hire individuals to work in the school health offices during peak times of the school year. The individuals would only be hired to work per diems and as such, there will be no expenses other than the actual hours paid for time worked. Funding for the hours worked would be paid for by the school system.

Your favorable approval of this class specification would be greatly appreciated. A copy of the class specification is attached for your information and review.

Respectfully submitted,

Virginia A. Lamberton  
Human Resources Director

Cc: Director Rusczek

Attachment

7

City of Manchester  
New Hampshire

*In the year Two Thousand and Five*

AN ORDINANCE

“Amending Sections 33.024, 33.025, & 33.026 (Health Assistant) of the Code of Ordinances of the City of Manchester.”

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 33.024 CLASSIFICATION OF POSITIONS be amended as follows:

Establish Health Assistant, Class Code 7063

SECTION 33.025 COMPENSATION OF POSITIONS be amended as follows:

Establish Health Assistant, Class Code 7063, Grade 10

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows

Establish Health Assistant, Class Code 7063, Grade10  
non-exempt

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.



DRAFT



7

# City of Manchester, New Hampshire

## Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

<b>Class Title</b>	Health Assistant
<b>Class Code Number</b>	7063-10

### General Statement of Duties

Assists the school nurses, with a goal of enhancing the public health and well being of students within the school setting through health promotion and disease prevention. Performs a variety of basic first aid and administrative duties in a school environment; performs directly related work as required. The position is school-term, involving 39 weeks of work at 20 hours per week.

### Distinguishing Features of the Class

The principal duties of an employee in this class is to assist with basic first aid care and health screenings for school age children, in addition to administrative duties within a school environment. The work is performed under the general supervision of a registered nurse or licensed practical nurse. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with school nurses, students, parents, school staff, and the general public.

### Examples of Essential Work (illustrative only)

- Provides basic first aid care to school-age children in the school and community health setting;
- Completes school health screenings and refers abnormal findings to the school nurse;
- Collects data for school health nurse and public officials;
- Completes basic first aid tasks for individual students under the request and direction of the school nurse;
- Provides basic first aid and emergency care as needed;

- Maintains records and documentation relating to school health screenings as required;
- Maintains student confidentiality as required by nursing practices and federal regulations;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

<p style="text-align: center;"><b>Required Knowledge, Skills and Abilities</b> <b>(at time of appointment)</b></p>
--

- Some knowledge of applicable Federal, State and municipal laws, regulations and policies relating to school nursing and public health;
  - Skill in first aid administration;
  - Some knowledge of health instruction and health promotion;
  - Some knowledge of principles of school health services;
  - Skill in the use and operation of medical apparatus, equipment and screening instruments;
  - Some knowledge of information systems and hardware;
  - Ability to organize, set priorities and respond to needs of students and staff in a flexible manner;
  - Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
  - Ability to understand and follow oral and/or written policies, procedures and instructions;
  - Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
  - Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
  - Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
  - Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
  - Integrity, ingenuity and inventiveness in the performance of assigned tasks.
- |  |
|--|
|  |
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### **Acceptable Experience and Training**

- Graduation from high school; and
- Some experience in health-related field; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

### **Required Special Qualifications**

- Current certificate in CPR/AED and First Aid

### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to monitor assigned areas;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a vehicle;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to all areas of the City.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

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# CITY OF MANCHESTER

## Office of the City Clerk



Leo R. Bernier  
City Clerk

Carol A. Johnson  
Deputy City Clerk

Paula L-Kang  
Deputy Clerk  
Administrative Services

Matthew Normand  
Deputy Clerk  
Licensing & Facilities

Patricia Piecuch  
Deputy Clerk  
Financial Administration

November 4, 2005

Alderman William P. Shea, Chairman  
City of Manchester  
Committee on Human Resources/Insurance  
One City Hall Plaza  
Manchester, NH 03101

Dear Chairman Shea,

As you are aware the position level of City Clerk was not addressed when the Committee filed away the RFP's relating to the City's classification system.

Because I feel it important that the current Board of Mayor and Aldermen address the oversight relating to the salary of this position, and the last meeting of the Committee was cancelled, I took it upon myself to request a review by the NH Department of Labor. Enclosed is a copy of their response indicating it appears that I may be entitled to back wages.

You will recall that the Human Resource Analyst for the City advised the Committee that a Salary Grade 27 was appropriate for the duties of this position under the current compensation system (see enclosed materials).

I am requesting that the Committee on Human Resources/Insurance address this issue and recommend to the Board of Mayor and Aldermen that the position of City Clerk be established at a Salary Grade 27 effective December 6, 2005. This is the last date the current Board will meet.

Sincerely,

Leo R. Bernier  
City Clerk



# State of New Hampshire

## Department of Labor

NH Department of Labor  
Spaulding Building  
PO Box 2076  
Concord, NH 03302-2076  
603/271-3176  
TDD Access: Relay NH  
1-800-735-2964  
FAX: 603/271-2668  
<http://www.labor.state.nh.us>

George N. Copadis  
Commissioner of Labor

David M. Wihby  
Deputy Labor  
Commissioner

November 2, 2005

Leo Bernier  
Office of the City Clerk  
One City Hall Plaza  
Manchester, NH 03101

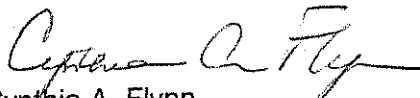
Dear Mr. Bernier:

This is in regard to the correspondence you sent to this Department relating to your employment with the City of Manchester. Based on my review of the information, it appears you may be entitled to retroactive back wages. This is to advise that in order to claim unpaid wages through this Department you will have to file a "Wage Claim" form.

You can go to our website at [www.labor.state.nh.us](http://www.labor.state.nh.us) and fill out a Wage Claim on line **OR** you can print out the form **OR** enclosed you will find a Wage Claim form which you may complete and mail back to this Department at the address on the top of the form.

If you need any assistance in filling out this Wage Claim, or if you have any further questions, please feel free to contact this Department at 271- 0127.

Very truly yours,

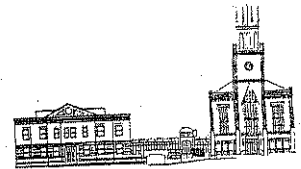
  
Cynthia A. Flynn  
Wage and Hour Administrator  
Inspection Division

CAF/all  
Enclosure



# CITY OF MANCHESTER

## Office of the City Clerk



Leo R. Bernier  
City Clerk

Carol A. Johnson  
Deputy City Clerk

Paula L-Kang  
Deputy Clerk  
Administrative Services

Matthew Normand  
Deputy Clerk  
Licensing & Facilities

Patricia Piecuch  
Deputy Clerk  
Financial Administration

October 22, 2004

Alderman William P. Shea, Chairman  
Committee on Human Resources/Insurance  
One City Hall Plaza  
Manchester, NH 03102

Re: City Clerk Position

Dear Alderman Shea,

During the course of the study to transfer duties from the Traffic Department and Ordinance Violations to the City Clerk's Office, we requested that the Human Resources Department do a study and analysis to determine whether or not the transfers would have any impact on any of the affected positions.

As such, a request was submitted to the Human Resources Director to do a study of the proposal and determine whether or not the additional duties would have an impact on positions in the City Clerk's Office. Ms. Lamberton and Mr. Bernier recused themselves from the process to ensure that there would not be any perception of prejudice in the outcome of the analysis of the positions. Therefore, Ms. Lamberton delegated her full authority to Christine Martinsen, Human Resource Analyst, to do an independent review of the positions and make her professional recommendations to me.

I am attaching a copy of the letter that Ms. Martinsen sent to me at the conclusion of the desk audits. As you know, a desk audit includes a review of the duties and assignments that are assigned to positions, an analysis of the point factors based upon the level of duties that are assigned to positions and a comparison of the position being reviewed to other positions throughout the City. As you will note from Ms. Martinsen's letter, she determined that the majority of the positions in the City Clerk's Office were appropriately described in the class specifications and that the salary grades were consistent with the duties of the positions. The one exception to that was the City Clerk position.

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Alderman William P. Shea, Chair  
Committee on Human Resources/Insurance  
October 22, 2004  
Page 2


If you will refer to Ms. Martinsen's letter, you will note that in her professional opinion, the City Clerk position was improperly graded in 1999 when the Yarger Decker study was done. It is my understanding that based upon the duties and responsibilities, the number of functional units as well as a comparison to other department head positions, the point factor for Supervision Exercised was improperly assigned and was not consistent with the definitions in the classification plan.

As you will note, in Ms. Martinsen's letter she states:

"It appears that factor points for this position may have been undervalued in 1999 when the Yarger Decker study was done. If this position had received appropriate points at that time (just one point), the grade would have been a grade level 27. The City Clerk's factor points have been adjusted appropriately and additional points have been added. The grade level of this position should be a 27. Care should be taken to ensure the balance between positions under the City's classification system is maintained."

By way of this letter, I am requesting that the Committee and the Board of Mayor and Aldermen bring equity to this classification and properly classify the City Clerk position at a salary grade 27. I am also requesting that Ms. Martinsen provide whatever comments or recommendations she feels are pertinent to this matter.

Sincerely,

  
Carol A. Johnson  
Deputy City Clerk

Attachment

C: Christine Martinsen, Human Resource Analyst  
Leo R. Bernier, City Clerk  
Virginia Lamberton, Human Resources Director  
Mayor and All Aldermen



# City of Manchester

## Human Resources Department

One City Hall Plaza  
Manchester, New Hampshire 03101

Tel: (603) 624-6543  
Fax: (603) 628-6065

September 24, 2004

Ms. Carol Johnson, Deputy City Clerk  
City of Manchester  
City Hall  
Manchester, NH 03101

Dear Carole:

On September 13, 2004, I was given your request to study the proposed reorganization of the City Clerk's office. Ms. Lamberton did not think it would be proper or ethical for her to participate or be involved in this proposal. Consequently, Ms. Lamberton delegated her authority to me to do an analysis and study of the proposal. I have now had the opportunity to do that and am providing you with my recommendations for salary grades if the Board of Mayor and Aldermen transfer duties and positions from both the Ordinance Violations Unit and the Traffic Department:

The positions that would be affected by this reorganization may include the Parking Meter Technicians (2), salary grade 12; Customer Service Representatives I (2), salary grade 11; Deputy Clerk of Licensing and Facilities, salary grade 20; Deputy Clerk Financial, salary grade 17; Deputy Clerk Administrative, salary grade 17; Deputy City Clerk, salary grade 23; City Clerk, salary grade 26.

The levels of duties for the position of Parking Meter Technician will not change dramatically due to the reorganization. Transferring coins from meter collection directly to the bank rather than counting the coins in-house would in all likelihood free hours of staff time so that the Parking Meter Technicians could repair broken meters and perform preventative maintenance on parking equipment. The salary grade that has been assigned to this position is appropriate and is based upon the level of responsibilities that are required of the incumbents.

At this time, grade levels for the Customer Service I positions in Ordinance Violations are appropriate based upon the current level of responsibility. However, Carol advised me that the incumbents in this position would also be cross-trained as a Customer Service Representative III. As such, the incumbents will be expected to work not only in their assigned areas (permitting and ordinance violations) but will also be assigned Customer Service Representative III duties and will be expected to work at the front desk alongside the other Customer Service



Representatives. The Customer Service I positions, therefore, should be upgraded to a Customer Service Representative III since their level of responsibilities will increase with the reorganization.

Our records indicate that the position of Deputy Clerk of Licensing and Facilities was reviewed and upgraded from a salary grade 17 to a salary grade 20 in January, 2001, as a result of a "proposed cost saving reorganization". At that time this position was given additional factor points for supervision of the Security Officers, maintenance activities, etc. In the current reorganization plan, this position will be responsible for supervising three additional incumbents (i.e. two Parking Meter Technicians and one Customer Service Representative). A Parking Meter Supervisor, labor grade 15, currently supervises the Parking Meter Technicians; the Ordinance Violations Supervisor, salary grade 15, supervised the Customer Service Representatives in Ordinance Violations. Since the Deputy Clerk of Licensing and Facilities will supervise these positions under the reorganization, a review was made of the factor point spread for this position. Additional points were assigned to this position in the areas of variety of work performed and number of employees supervised. These additional points do not result in a total score that warrants an increase in grade level.

Deputy Clerk of Administration is currently a grade level 17. Carol advised me that the supervisory function of this position would be reassigned (with or without the reorganization). As such, the factor points for the position's supervisory authority were adjusted to reflect that this position will only have advisory or strawboss oversight responsibilities. I am concerned about the appropriateness of the grade for this position and feel that it should be re-evaluated whenever it becomes vacant.

Deputy Clerk of Finance is currently a grade level 17. This position was reclassified back in January, 2001, from Administrative Services Manager I, labor grade 16 to a Deputy Clerk of Finance, labor grade 17. Again, this position has only advisory or strawboss oversight responsibilities and as such, the factor points assigned for the level of supervisory responsibility is not appropriate. This position will need to be re-evaluated whenever it becomes vacant.

The Deputy Clerk is currently a grade level 23. When this position was reviewed by Yeager Decker in 1999, the factor points assigned just barely made a grade level 23. Under the reorganization, additional factor points were given for supervision received, supervision exercised, and number of employees supervised. Factor points for the such elements as education and experience did not changed. Since the factor points for this position were at the low end for a grade 23, the additional points assigned to this position as a result of the reorganization do not increase the grade level to a 24.

The City Clerk is currently a grade level 26. The reorganization will allow for revenue collection and parking administrative tasks currently performed by the Traffic Department and Ordinance Violations to be move to the City Clerk's office. This will add four low-level clerical/technical positions to the City Clerk's complement. Factor points for this position have been adjusted to reflect responsibility for two additional units as well as for the number of employees supervised. It appears that factor points for this position may have been undervalued in 1999 when the Yeager Decker study was done. If this position had received appropriate

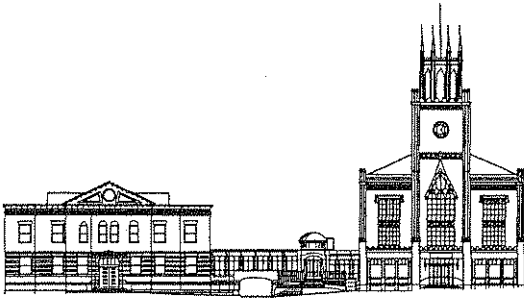
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points at that time (just one point), the grade would have been a grade level 27. The City Clerk's factor points have been adjusted appropriately and additional points have been added. The grade level of this position should be a 27. Care should be taken to ensure the balance between positions under the City's classification system is maintained.

Those are my recommendations to your office and to the Board of Mayor and Aldermen. I will be happy to discuss my findings and recommendations with you and the board.

Sincerely,

Christine Martinsen  
Human Resources Analyst



*10 pending legal opinion from Solicitor*

**City of Manchester Office of the Tax Collector**

City Hall One City Hall Plaza  
Manchester, New Hampshire 03101

Joan A. Porter, Tax Collector

Tele: (603) 624-6575

Fax: (603) 628-6162

Web Site: <http://www.manchesternh.gov>

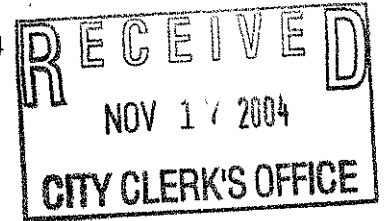
Email: [taxcollector@ci.manchester.nh.us](mailto:taxcollector@ci.manchester.nh.us)

*11/25/05 - Remained  
tacked*  
*3/15/05 - " "*  
*5/3/05 - " "*  
*7/18/05 - " "*  
*9/16/05 - " "*

Welcome to the City Of Manchester NH, Where History Invites Opportunity!

Alderman William P. Shea, Chairman  
Human Resources Committee  
1 City Hall Plaza  
Manchester, NH 03101

November 15, 2004



Dear Alderman Shea,

Please place an item relative to regular part time employees on the next Human Resources agenda for discussion.

At issue is the determination of status as regular part time/seasonal/temporary which determines length of probation, thus affecting the first merit increase and subsequent increases.

The Tax Collector's Office has employed two part time employees as a replacement for one full time position for close to twenty years. At one time they were called permanent part time and that was changed to regular part time. These employees work 20 hours per week year round (no break in service), earn vacation and sick leave, are entitled to bereavement leave, tuition reimbursement (pro-rated) and paid holidays and are automatically enrolled into our Contributory Retirement System and are permitted to join the Sick Bank. It is mandatory that they attend Orientation and are given a Handbook detailing benefits. The handbook states that: "The first six months of your employment with the City are considered a probationary period." (Page 3-2). It also states that: "Upon completion of your probationary period, regular, full-time and regular, part-time employees have the opportunity to receive yearly advances in pay grade." (Page 3-3 attached).

The Human Resources Department believes that these part time employees are seasonal/temporary. Since seasonal/temporary employees are hired for a specific "season" (such as lifeguards in summer and ski lift operators in winter) or "purpose" (such as those hired for elections), they are generally hired knowing that their employment is for a short, specific term. Furthermore, temporary employees are not members of the Retirement System or Sick Bank, are not required to attend Orientation nor are they entitled to the benefits afforded a regular part time employee. The ordinance referencing seasonal/temporary employees (33.063 attached) was changed in August 2002 to reflect changes in step increases. There is an ordinance (33.062 attached) referencing part time employees but it was not changed, nor does it reference step increases.

One of our part time employees was hired in July and is due an increase at the end of her probation in January. This amounts to .40 per hour which is \$8.00 per week as a regular part time employee. I am requesting that the Committee reaffirm her status as a regular part time employee thus allowing her an increase upon completion of her probationary period which is 6 months according to our Employee Handbook (page 3-2 attached).

Thank you for your thoughtful consideration of this matter.

Sincerely,

Joan A. Porter  
Tax Collector

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You may participate in the **Dependent Care Reimbursement Plan** (allows you to set aside money deducted pre-tax from your paycheck into an account to reimburse you for eligible dependent day care expenses); the **Premium Offset Plan** (allows you to pay for your share of medical insurance premiums on a pre-tax basis); and/or the **Health Care Reimbursement Plan** (allows you to set aside funds to pay for medical and dental expenses before salary taxes). For more information on these plans, contact the Human Resources Department at 624-6543 (Voice/TTY).

### **COMPENSATION PROGRAM**

The City recognizes the need to provide a compensation program that is competitive in the marketplace, internally consistent and recognizes our employees' efforts and achievements.

We have established a classification plan with assigned pay grades for every position. Positions are evaluated based on the knowledge, skills and abilities required for the job (see performance summary section). You have an opportunity to advance within your pay grade as your career with the City progresses.

### **PROBATIONARY EMPLOYEES**

The first six months of your employment with the City are considered a probationary period. During this time, you are eligible for paid holidays. Upon successful completion of your probation, your employee status will change as is appropriate to your position. Although you accrue sick

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leave and vacation hours during this six-month period, *you are not eligible to use these hours toward vacation or sick leave.*

Police and Fire Department employees have a probationary period of one year, but are eligible to use vacation and sick leave after six months, as defined by their respective Collective Bargaining Agreements.

#### **NON-PROBATIONARY EMPLOYEES**

Upon completion of your probationary period, regular, full-time and regular, part-time employees have the opportunity to receive yearly advances in pay grade. Advances are based on your job performance and length of service – they are described below. Salary advances require the recommendation of your department head and the approval of the Human Resources Director or the Human Resources and Insurance Committee, except as otherwise provided for in Collective Bargaining Agreements.

#### **EMPLOYEE DEVELOPMENT PLAN**

The City is committed to providing opportunities for professional growth and development. To that end, you and your supervisor will meet to complete your annual Employee Development Plan (EDP). This plan will help you to identify your strengths and areas of expertise as well as those areas that may need further development. You will set professional goals and objectives for the coming year, and you will identify the action steps you will need to take in order to achieve your goals. You and your supervisor will meet periodically during the course of the

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### **TUITION REIMBURSEMENT**

This benefit is available to all regular, full-time and regular, part-time (on a pro-rated basis) employees, on a first-come, first-served basis. All employees who have completed six (6) months of continuous employment are eligible. Employees may apply for reimbursement on a yearly basis. For information on current rates, refer to your Collective Bargaining Agreement or contact the Human Resources Department at 624-6543 (Voice/TTY).

### **RETIREMENT**

Eligible City classified employees are enrolled in the Manchester Employee Contributory Retirement System Defined Benefit Plan. Contributions are established by referendum: the current rate is 3.75% annually. Employees are vested after five (5) years of service. For more information consult the City of Manchester Employee Contributory Retirement System at 624-6506. (TTY access through RelayNH at 711).

Eligible uniformed Police and Fire employees are enrolled in the State of New Hampshire Retirement System. Contributions vary on an annual basis. For more information, consult the appropriate Collective Bargaining Agreement or the State Retirement Office at 271-3351 (TTY access through RelayNH at 711).

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anniversary date just as if the employee had been working in the current position.

(E) *Rate of pay on promotion.* In any case where an employee is promoted to a class with a higher pay grade, the employee's pay shall be increased to at least the minimum rate for the higher class, but such increase shall be no less than 10% of the employee's current pay. In the case of overlapping pay grade ranges, the promoted employee shall be increased to the step immediately above the employee's current pay, but such increase shall be no less than 10% of the employee's current pay. If the employee refuses the promotion, the Human Resources Director may approve an additional pay step increase. If the employee still refuses the promotion, the Human Resources and Insurance Committee may approve two additional pay step increases. If the employee still refuses the promotion, the Mayor may approve additional step increases as provided in § 33.046 above. Advancement to the maximum rates subsequent to promotion will be on the same basis as described in § 33.048 of this subchapter. Effective dates for promotions shall be the first work day following approval of the promotions.

(F) *Rate of pay in cases of voluntary transfer to a lower pay grade.* When an employee takes a position at a lower salary grade, the employee shall be demoted to the lower grade based upon his/her years of service. However, if the years of service result in the employee receiving a step which compensates the employee at a higher rate of pay than prior to the demotion, said employee shall be placed in a step in the lower grade that does not exceed his/her level of compensation prior to the demotion.

(G) When an employee's position is reclassified to a higher salary grade, the employee shall be placed in the new grade at a step that would provide an increase equaling at least one annual merit step increase in the former salary grade. If an employee's position is reclassified to a lower salary grade, the employee shall be placed at a step in the lower grade based upon his/her years of full time employment. However, if the years of full service result in the employee receiving a step which compensates the employee at a higher rate of pay than prior to the reclassification, said employee shall be placed in a step in the lower grade that does not exceed his/her level of compensation prior to the reclassification.

(71 Code, § 18-36) (Ord. passed 6-14-67; Am. Ord. passed 4-19-88; Am. Ord. passed 11-4-98; Am. Ord. passed 9-4-01; Am. Ord. passed 11-7-01; Am. Ord. passed 8-6-02; Am. Ord. passed 2-18-03; Am. Ord. passed 3-18-03)

#### **§ 33.047 PROBATIONARY PERIOD.**

After initial appointment or promotion to a position covered by §§ 33.020 through 33.082 of this chapter, the first six months of service in the position to which appointed or promoted shall be considered the period of probation, except uniformed Fire Department personnel and entrance level police personnel whose probation periods shall be for 12 months; provided however, that such fire and police personnel shall be eligible for pay advancement after six months employment, upon the recommendation of the department head. In the event an employee is not meeting the work standard, the probationary period may be extended up to an additional six months not to exceed a total of twelve months probation. During the period of extended probation, the employee shall not be eligible for a step increase until such time as the employee has satisfactorily completed the extended probationary period. At the completion of the probationary period, the employee shall be eligible for a one step increase. In the event the employee does not meet the work standard at the conclusion of the first six months or at the conclusion of the extended probationary period, he shall be

while so assigned.

('71 Code, § 18-56) (Ord. passed 6-14-67; Am. Ord. passed 12-27-67; Am. Ord. passed 5-20-75; Am. Ord. passed 11-4-98; Am. Ord. passed 8-5-03)

*different categories*  
**§ 33.062 PART-TIME EMPLOYEES.**

(A) Any employee occupying a position designated as FLSA exempt who is regularly employed on a continuing work schedule of less than 40 hours per week shall be compensated by multiplying the base pay rate by the number of regular hours worked per week.

(B) An employee occupying a position designated as FLSA non-exempt and who is employed on a part-time basis shall be paid on an hourly basis according to the provisions of § 33.063 of this subchapter.

('71 Code, § 18-58) (Ord. passed 6-14-67; Am. Ord. passed 8-20-68; Am. Ord. passed 11-4-98)

**§ 33.063 TEMPORARY AND SEASONAL EMPLOYEES.**

Any temporary or seasonal employees occupying classified positions shall be employed initially at the salary grade for his/her classification. Upon recommendation of a department head, a temporary or seasonal employee may advance one step in his/her salary grade upon satisfactory completion of 2080 hours of work. Such advancement within a pay grade may continue until the maximum step is reached unless interrupted by a period of absence from work for a period of 12 months or longer. In such event, the employee shall be reemployed at the minimum initial pay step for the class to which he/she is assigned.

('71 Code, § 18-59) (Ord. passed 6-14-67; Am. Ord. passed 5-1-84; Am. Ord. passed 8-6-02)

**§ 33.064 EMPLOYEES INJURED IN THE LINE OF DUTY.**

(A) Employees, other than employees of the Police Department and employees of the Fire Department, injured in the line of duty shall be entitled to compensation as provided under the Worker's Compensation Law.

(B) For employees of the Police Department and employees of the Fire Department the following shall apply:

(1) Any employee of the city who sustains an injury which is compensable under the Workers Compensation Law and who is entitled to receive compensation benefits either by agreement of award shall, in addition to workers compensation benefits, receive supplemental pay benefits from the city so that combined worker compensation and supplemental pay benefits shall equal 80% of regular gross salary if the employee is covered under Social Security, and 87% if the employee is not covered under Social Security. Regular gross salary means gross wages as shown in the salary and wage schedules in the city and the school department compensation plans. The Finance Department shall make such adjustments as are necessary to



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	Seasonal/Temporary	Regular Part Time
Health Insurance	No	No
Contributory Retirement	No	Yes
Orientation	No	Yes
Vacation	No	Yes
Sick Leave	No	Yes
Tuition Reimbursement	No	Yes
Sick Bank	No	Yes
Bereavement Leave	No	Yes
Paid Holidays	No	Yes
Probation	No	Yes



# CITY OF MANCHESTER

## Human Resources Department

One City Hall Plaza  
Manchester, New Hampshire 03101-4000  
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065



November 26, 2004

Alderman Bill Shea, Chairperson  
Human Resource and Insurance Committee  
City of Manchester  
City Hall Plaza  
Manchester, New Hampshire 03101

Re: Response to Joan Porter's Letter Regarding Part Time Employees

Dear Alderman Shea and Members of the Committee:

On November 15, 2004, Joan Porter, Tax Collector, wrote you a letter regarding a part time employee who works in the Tax Collector's Office. Mrs. Porter states that this office is defining part time employees as seasonal or temporary employees for the purpose of receiving a step increase. This stems from the fact that a part time employee was hired in July. It is Mrs. Porter's opinion that the part time employee is serving a probationary period and at the conclusion of the probationary period, she will be entitled to a step increase as is authorized for full time employees in Ordinance 33.047. This office is denying the step increase due to the fact that Ordinance 33.062 (B) requires part time employees to work 2080 hours to receive a step increase as is authorized in Ordinance 33.063 by reference from Ordinance 33.062 (B). The 2080 hours is equivalent to what is required of a full time employee to receive a step increase.

Mrs. Porter cites several references to support her position. Although well intended, these references are not for part time employees. For example, the Ordinances are written for regular full time employees. Exceptions to those for part time, seasonal or temporary employees are stated in certain Ordinances. For example: Ordinance 33.062, Part Time Employees, Ordinance 33.075, Holidays, Ordinance 33.077 Bereavement Leave, Ordinance 33.079 Vacations, and Ordinance 33.081 Sick Leave. Therefore, part time employees are not entitled to be included in Ordinances that affect full time employees unless specifically stated.

The Employee Handbook is written in the same fashion. The Handbook that Mrs. Porter has copied for your information was revised over a year ago to reflect the Ordinances. The language is written for full time employees as the majority of the Ordinances dictate.

Although there are a couple of instances where an Ordinance states "permanent" part time or regular part time employee, by law, only full time permanent employees are considered regular. Those ordinances should be revised to ensure clarity of the status of a part time employee. Further, part time employees do not serve a probationary period. They are part time and paid by

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the hour. They do not have any recourse if they are terminated from employment as do the regular or permanent employees.

In conclusion, the requirement for part time employees to work the equivalent number of hours as full time employees are required to work in order to receive a step increase, was proposed to ensure that all employees be treated equally for step increases. This has been enforced since the Ordinance was revised to include a part time employee in Human Resources.

I hope this clarifies the situation. If there are any other questions, I would be pleased to answer them.

Respectfully submitted,



Virginia A. Lamberton  
Human Resources Director

Attachment

rate of pay in accordance with this section if the assignment is for one full work day or longer.

(B) When a department head position is vacant, the Mayor, or Board as appropriate, may appoint an individual as the acting department head. Such employee shall be compensated at the entrance rate of the salary grade for the vacant department head position or one rate step above his/her present rate, whichever is higher while so assigned.

('71 Code, § 18-56) (Ord. passed 6-14-67; Am. Ord. passed 12-27-67; Am. Ord. passed 5-20-75; Am. Ord. passed 11-4-98; Am. Ord. passed 8-5-03)

### § 33.062 PART-TIME EMPLOYEES.

(A) Any employee occupying a position designated as FLSA exempt who is regularly employed on a continuing work schedule of less than 40 hours per week shall be compensated by multiplying the base pay rate by the number of regular hours worked per week.

(B) An employee occupying a position designated as FLSA non-exempt and who is employed on a part-time basis shall be paid on an hourly basis according to the provisions of § 33.063 of this subchapter.

('71 Code, § 18-58) (Ord. passed 6-14-67; Am. Ord. passed 8-20-68; Am. Ord. passed 11-4-98)

### § 33.063 TEMPORARY AND SEASONAL EMPLOYEES.

Any temporary or seasonal employees occupying classified positions shall be employed initially at the salary grade for his/her classification. Upon recommendation of a department head, a temporary or seasonal employee may advance one step in his/her salary grade upon satisfactory completion of 2080 hours of work. Such advancement within a pay grade may continue until the maximum step is reached unless interrupted by a period of absence from

work for a period of 12 months or longer. In such event, the employee shall be reemployed at the minimum initial pay step for the class to which he/she is assigned.

('71 Code, § 18-59) (Ord. passed 6-14-67; Am. Ord. passed 5-1-84; Am. Ord. passed 8-6-02)

### § 33.064 EMPLOYEES INJURED IN THE LINE OF DUTY.

(A) Employees, other than employees of the Police Department and employees of the Fire Department, injured in the line of duty shall be entitled to compensation as provided under the Worker's Compensation Law.

(B) For employees of the Police Department and employees of the Fire Department the following shall apply:

(1) Any employee of the city who sustains an injury which is compensable under the Workers Compensation Law and who is entitled to receive compensation benefits either by agreement of award shall, in addition to workers compensation benefits, receive supplemental pay benefits from the city so that combined worker compensation and supplemental pay benefits shall equal 80% of regular gross salary if the employee is covered under Social Security, and 87% if the employee is not covered under Social Security. Regular gross salary means gross wages as shown in the salary and wage schedules in the city and the school department compensation plans. The Finance Department shall make such adjustments as are necessary to ensure that employees will actually receive the supplemental pay benefit provided above.

(2) Pending determination of compensation eligibility, the employee may receive sick leave benefits. On a determination of eligibility for compensation benefits, sick leave credit shall be restored.

(3) To the extent authorized by law, the city, during the period the employee is receiving

**From:** Paula LeBlond-Kang  
**To:** Arnold, Thomas  
**Subject:** 12/07/2004 HR Meeting

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A reminder that at the December 7th meeting of the Committee on Human Resources/Insurance, a request was made of the City Solicitor for an opinion as to whether or not the ordinance relating to part-time employees is applicable. We have since received a communication from the HR Director which I will forward to your attention.



# CITY OF MANCHESTER

## Human Resources Department

One City Hall Plaza  
Manchester, New Hampshire 03101-4000  
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065



December 21, 2004

Alderman Bill Shea, Chairperson  
Human Resource and Insurance Committee  
City of Manchester  
One City Hall Plaza  
Manchester, New Hampshire 03101

**Re: Current Part Time Employees**

Dear Alderman Shea and Committee Members:

At our last Human Resources and Insurance Committee meeting, we discussed Ordinances that establish the number hours that are required for a part time employee to receive a step increase.

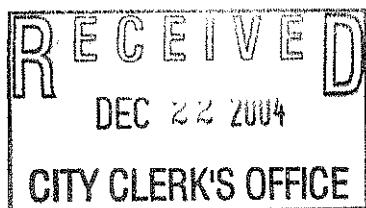
Several members of the Committee requested a listing of the current part time employees. Therefore, I am providing you with the list as of today.

I will be happy to explain the document to you at our next meeting.

Very truly yours,

Virginia A. Lamberton  
Human Resources Director

Attachment



**Part Time Employees by Dept. W/ scheduled hrs.**

Department Number	Department Description	Last Name	First Name	Full/Part Time	Schedule Hours Code	Normal Work Hours in Day
2	ASSESSOR'S OFFICE	DOYON	IRENE	P	NS	8.000
4	CITY CLERK - SECURITY GUARDS	GONZALEZ	LUIS ANGEL	P	NS	0.000
		GATCOMB	SEAN	P	NS	0.000
		KLEY	ROBERT	P	NS	0.000
		DEVLIN	BONNIE	P	NS	0.000
19	HUMAN RESOURCES DEPARTMENT	FIGG	SUSAN	P	W1	8.000
22	TAX COLLECTOR	TRACY	MARGARET	P	P3	8.000
25	AVIATION - RUNWAY/AIRFIELD MAINTENANCE	SLIVER	JASON	P	NS	8.000
		GREEN	RAYMOND	P	NS	8.000
		WILLIS	DAVID	P	NS	8.000
		WEBSTER	RAYMOND	P	NS	8.000
		DUVAL	DAVID	P	NS	8.000
		DESROCHER	CHARLES	P	NS	8.000
		COOK	JOHN	P	NS	8.000
		RODONIS	RICHARD	P	NS	8.000
29	WATER - DIST BACKFLOW	MYERS	CLAUDETTE	P	P8	6.000
	WATER - FINANCIAL ACCOUNTING	JONES	DORIS	P	WT	8.000
		D'ADDIO	PATRICIA	P	NS	8.000
	WATER - TREATMENT LABOR	STRANGMAN	KATHLEEN	P	NS	0.000
		EBERT	HARRIET	P	NS	0.200
		TOLSON	JOSEPHINE	P	NS	0.000
		METCALF	BARBARA	P	NS	0.000
	WATER - WATERSHED PATROL	FOSS	FRED	P	WT	8.000
33	POLICE-DETECTIVES	SCHANCK	SUZANNE	P	PT	8.000
	POLICE-TRAFFIC CONTROL	GAZDA	WALTER	P	CG	2.000
		O'NEILL	LAURA	P	CG	2.000
		CARIGNAN	PIERRETTE	P	CG	2.000
		PRITCHARD	MARGARET	P	CG	0.200
		WALSH	SCOTT	P	CG	0.200
		DAY	ARLINE	P	CG	2.000
		YOUNG	RUTH	P	CG	0.200
		PLOURDE	JEFFREY	P	CG	2.000
		PLOURDE	DIANE	P	CG	0.200
		VALLEE	LUCETTE	P	CG	2.000
		BRUNELLE	NICOLE	P	CG	2.000
		CASE	JANET	P	CG	0.200
		WATSON	LISA	P	CG	0.200
		KROCHMAL	JOHN	P	CG	2.000
		LAVALLEE	GERARD	P	CG	2.000
		BRUNELLE	RITA	P	CG	2.000
		TRISCIANI	JOSEPH	P	CG	2.000
		DESHAIES	ROBERT	P	CG	2.000
		CUSHING	CLARENCE	P	CG	2.000
		BLACK	OSBORNE	P	CG	2.000
		BROWN	GERALD	P	CG	0.200
		TURULA	AMY	P	CG	0.200
		WRIGHT	SHEILA	P	CG	0.200
		BOUDREAU	RUTH	P	CG	2.000
		CROTTY	EDWARD	P	CG	0.200
		BOURGEOIS	ROBERT	P	CG	2.000
		LOPEZ	GLORIA	P	CG	2.000
		BOURGEOIS	MICHAEL	P	CG	0.200
		COTE	RICHARD	P	CG	0.200
		MC GEE	MEGHAN	P	CG	2.000
		DUNN	DONNA REE	P	CG	0.200

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Date: 12/21/04

## Part Time Employees by Dept. W/ scheduled hrs.

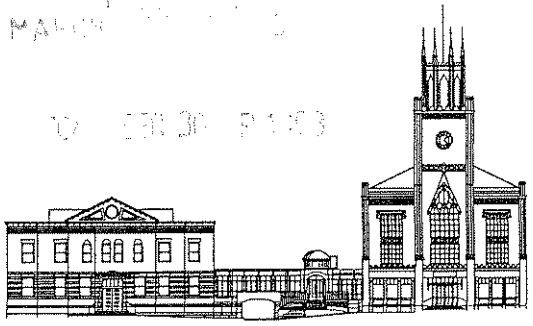
Department Number	Department Description	Last Name	First Name	Full/Part Time	Schedule Hours Code	Normal Work Hours in Day
33...	POLICE-TRAFFIC CONTROL...	PAPP	RICHARD	P	CG	0.200
		RIVERA	HOPE	P	CG	0.200
		DARGIE	REBECCA	P	CG	0.200
		BARTLETT	KAREN	P	CG	0.200
		BRUNELLE	JOSEPH	P	CG	2.000
		WILDER	VIRGINIA	P	C2	2.000
		READE	KERRY	P	CG	0.200
		COOPER	CHESTER	P	CG	2.000
		HOPPS	CAROLINE	P	C6	2.000
		RIVARD	LEE	P	CG	2.000
		O'NEIL	MAUREEN	P	P3	8.000
		JOUBERT	ELIZABETH	P	CG	2.000
		CURRAN	ROBERT	P	CG	0.200
		MCINERNEY	SUSAN	P	CG	0.200
		MORRIS	KENDRA	P	CG	0.200
		MATSON	KATHLEEN	P	CG	0.200
	POLICE-UNIFORMED POLICE OFFICERS	TREMBLAY	GUY	P	NS	8.000
		ALEXAKOS	PHILIP	P	NS	8.000
		CZARNEC	JEFFREY	P	NS	8.000
		HOLMES	CHARLES	P	NS	8.000
		AINSWORTH	KEVIN	P	NS	8.000
50	HIGHWAY-SOLID WASTE	OVERBY	BRIAN	P	K1	8.000
		BARDELICK, J	JOHN	P	K2	8.000
60	WELFARE	PARSONS	CHARLEEN	P	NS	6.000
65	PARKS - GENERAL RECREATION	CATTERTON	ERIC	P	K4	8.000
		MCQUEENEY	KAITLYN	P	K4	0.000
		HAARLANDER	KATIE	P	K4	0.000
71	LIBRARY - MAIN	MCINTIRE	SAVANNAH	P	U4	5.000
		RUNDQUIST	KIRSTEN	P	40	0.000
		COMPANION	TINA	P	NS	0.000
		GRAVES	AMY	P	Q1	8.000
		TRIMBUR	GAIL	P	U3	5.000
		LAVALLEE	MICHAEL	P	U3	5.000
		WIDGER	NIELS	P	U3	5.000
		BUCKLEY	BERNICE	P	U3	5.000
		KALED	ROSE ALMA	P	U3	3.000
	LIBRARY - WEST SIDE BRANCH LIBRARY	THROENLE	BENJAMIN	P	U3	5.000



1/14/05 - 10:00 PM  
7/18/05 - 11:00 AM

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PROCESSED  
MAILED  
DEC 30 2005



# City of Manchester Office of the Tax Collector

City Hall One City Hall Plaza  
Manchester, New Hampshire 03101  
Joan A. Porter, Tax Collector

Tele: (603) 624-6575

Fax: (603) 628-6162

Web Site: <http://www.manchesternh.gov>

Email: [taxcollector@ci.manchester.nh.us](mailto:taxcollector@ci.manchester.nh.us)

Welcome to the City Of Manchester NH, Where History Invites Opportunity!

December 30, 2005

Alderman William P. Shea, Chairman  
Human Resources and Insurance Committee  
1 City Hall Plaza  
Manchester, NH 03101

Dear HRIC Members,

At the last HRIC meeting, we discussed the Ordinance change of 8/7/02 which inadvertently changed the manner in which part-time employees are granted merit increases.

I say "inadvertently" because I have since read the minutes of the meeting during which the Committee approved the ordinance. A copy is attached for your review. The Ordinance in question is: **33.63 Temporary and Seasonal Employees**. Alderman Sysyn asked "what does this revision do" and the response from Ms. Lamberton pertained to the ordinance as it existed in which temporary and seasonal employees would work for the summer for 10 or 12 weeks, leave and come back next year and get a step increase. Ms. Lamberton went on to say that she proposed that they (temp/seasonal) would have to work the equivalent number of hours as a full-time employee to progress in steps. There was no mention of the part-time employees or the impact upon them or of Ordinance 33.62 which is governed by any changes to Ordinance 33.63.

At issue is the intention of the ordinance change. The intention was to correct a practice of granting yearly step increases to employees who were temporary or seasonal. The unintended effect was that regular part-time employees became classified as temp/seasonal for pay purposes. This change was never discussed. The regular part time employees to whom I am referring are employees who do the same exact job as a full time employee, are committed to work year round and receive many benefits that temp/seasonals do not.

This unintended effect has the following impact on part time employees, contrary to the intention of Yarger/Decker which was to have employees compensated equally for doing the same job. Let's assume we hired a part time (20 hours per week) and a full time person on January 1, 2005 at a rate of pay of \$10.00 per hour.

	Jan05	July05	Jan06	Jan07	Jan08	Jan09
FT	\$10.00	10.30	10.60	10.91	11.23	11.56
PT	\$10.00	10.00	10.00	10.30	10.30	10.60

As you can see, after 4 years, the part time employee who is doing the same job is getting almost \$1.00 less per hour (and obviously only being paid for 20 hours while the full time is being paid for 40 hours) but is expected to perform comparable to a full time person (pro-rated). We do track performance levels.

I look forward to further discussion at the HRIC meeting on Tuesday, January 4<sup>th</sup>. If you have further questions please contact me at 624-6575 x5303.

Respectfully submitted,

*Joan A Porter*  
Joan A Porter  
Tax Collector

Enc: Copies of HRICminutes of 7/15/02

Chairman Lopez addressed Item 7 of the agenda:

Communication from Virginia Lamberton, HR Director, recommending a proposed revision to Ordinance 33.063 (Temporary and Seasonal Employees).

Alderman Shea moved to approve the proposed revision to the Ordinance and refer it to the Committee on Bills on Second Reading for technical review. Alderman Sysyn duly seconded the motion.

Alderman Sysyn asked what does this revision do.

Ms. Lamberton replied actually currently you could have somebody come and work for the summer for say 10 or 12 weeks, leave, come back the next year and get a step increase and that doesn't seem very wise. What I am saying is they would have to work the equivalent number of hours as a full-time employee to progress in steps.

Chairman Lopez called for a vote. There being none opposed, the motion carried.

Chairman Lopez addressed Item 8 of the agenda:

Communication from Virginia Lamberton, HR Director, recommending a remedial revision to Ordinance 33.081 (4) (Sick Leave).

Alderman DeVries moved to approve the proposed revision to the Ordinance and refer it to the Committee on Bills on Second Reading for technical review. Alderman Sysyn duly seconded the motion for discussion.

Ms. Lamberton stated apparently in 1990 the Board of Mayor and Aldermen passed a proposed language revision that nobody followed up with to correct the ordinance to reflect what is reality and in fact this is exactly what has been going on for the last 10 years but the ordinance doesn't reflect that. Now the ordinance will reflect that and clarify that this is the way it is.

Alderman DeVries asked and this would apply to whom.

Ms. Lamberton answered non-affiliated employees. Affiliated employees have provisions for pay out and so forth. This is a housekeeping measure.

Chairman Lopez called for a vote on the motion. There being none opposed, the motion carried.

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**PROPOSED REVISION TO**  
**ORDINANCE 33.063**  
**TEMPORARY AND SEASONAL EMPLOYEES**

July 8, 2002

**CURRENT LANGUAGE**

**33.63 Temporary and Seasonal Employees.**

Any temporary or seasonal employees occupying classified positions shall be employed initially at the hourly rate equivalent to the entrance rate in which employed as established by the temporary and seasonal employee schedule. All temporary or seasonal employees working less than a full work year may annually advance in pay, based upon satisfactory service and upon the recommendation of the department head, to the next higher rate in the grade for the class under salary schedule 1(D) until they reach the maximum step. Such annual advancement within a pay range may continue until the maximum step is reached unless interrupted by a period of absence from work for a period of 12 months or longer. In such event, the employee shall be reemployed at the initial pay step for the class to which he/she is assigned.

**PROPOSED LANGUAGE**

**33.63 Temporary and Seasonal Employees**

Any temporary or seasonal employees occupying a classified position shall be employed initially at the minimum step in the salary grade for his/her classification. Upon the recommendation of a department head, a temporary or seasonal employee may advance one step in his/her salary grade upon satisfactory completion of 2080 hours of work. Such advancement within a pay grade may continue until the maximum step is reached unless interrupted by a period of absence from work for a period of twelve (12) months or longer. In such event, the employee shall be reemployed at the minimum step for the classification to which he/she is employed.

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